



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

QUALITY ASSURANCE ADMINISTRATOR
(Purchasing & Contracts)
OPEN (Job Code 121173Ø40)

CAREER OPPORTUNITY

This Appointive position is not covered under a collective bargaining agreement

OPENING DATE: April 30, 2012 at 7 a.m.
FILING DEADLINE: May 15, 2012 at 4:30 p.m.

NOTE: You will be notified of ALL testing processes via email. Please include your email address and check your email, junk mail, and spam mail regularly to ensure you do not miss your appointment times.

Monthly Starting Salary: \$5,033.83

The purpose of this recruitment effort is to establish an eligible list for future job openings. This is for an Appointive (Non-Civil Service) position.

JOB SUMMARY: This position will develop, implement, coordinate, evaluate and manage programs designed to ensure the quality of operations of the assigned department or major division; and to perform a variety of tasks relative to the area of responsibility.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in purchasing, procurement and contracts or business or public administration or a related field.
- Four years of increasingly responsible experience in purchasing or contract administration, preferably in a government agency, including one year of administrative, lead or supervisory responsibility.

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the Second Floor of City Hall, 400 Stewart Avenue. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

SELECTION PROCESS: The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable). Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through Recruitment & Employment Services at (702) 229-6315.

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to www.nvpers.org. **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).